

STANDARDS OF CONDUCT



Fraud, waste and related improprieties, such as theft or misuse of government property and conflicts of interest, increase costs to the government and reduce resources available to support the operating forces. Within the Department of the Navy, specific standards of conduct have been implemented which apply to all naval personnel, military and civilian equally.

All Navy personnel are expected to conduct themselves, both on and off the job, in such a manner as to reflect credit on themselves, their command and the nation. The general rules of conduct highlighted below reflect a public standard expected of all Navy employees.

The Standards of Conduct are everybody's business. Our actions and the course of official duties must meet the muster of public scrutiny.

Dealings with Business and Industry Representatives

No person will allow himself or herself to be placed in a position in which a conflict of interests might arise or might justifiably be suspected. Conflicts include any action which could include or reasonably appear to influence the strict impartiality that must prevail in all business relationships involving the government. Prohibited conflicts and apparent conflicts of interest can sometimes even arise from relationships and transactions which those involved view as inconsequential. For example, even though a lunch paid for by a person dealing with the Navy may be balanced out by a lunch you have bought him or her, the appearance of your name on the expense account records of the defense contractor may raise reasonable questions in the mind of the uninformed public. No conflict existed, but the appearance lingers. Where there is doubt, naval personnel will refrain.

Accepting Gifts or Favors

Military and civilian personnel must strictly adhere to the Department of the Navy policy, gratuities, favors, entertainment, loans or any other thing of monetary value, either directly or indirectly, from any person, firm, corporation or other entity who seeks or engages in business dealings with military departments and agencies.

Gifts, gratuities, favors, etc., bestowed upon the spouse and minor children of Navy personnel are viewed in the same light as those bestowed upon Navy personnel.

Acceptance of gifts, gratuities or entertainment, no matter how innocently tendered and received, may affect (or might reasonably be interpreted as affecting) the impartiality of such personnel.

Acceptance of gifts, coupons or discounts on future travel from commercial airlines and other transportation companies is also prohibited. Rather, reimbursement must be made to the government, payable to the Treasurer of the United States or turned directly in to the Command Support Services Branch.

This general prohibition does not apply to the acceptance of unsolicited advertising or promotional items that are less than \$5 in value; prizes or awards received in games or contests clearly open to the public or officially approved; things available to the general public or officially approved; things available to the general public such as university scholarships and free exhibits; most civil and community activities and the exchange of gratitude's among friends and relatives where clearly it is the relationship rather than the business interest which motivates the exchange.

Use of Government Facilities, Property, Manpower

Government property, facilities of any kind, including property leased to the Government, and manpower (such as stationary, stenographic and typing assistance, mimeo graphic and computer services) shall be used only for official Government business. These provisions do not preclude the use of Government facilities for approved activities in furtherance of naval community relations.

Affiliations, Financial Interests, Outside Employment

Naval personnel and their immediate families shall not engage in any personal, business or professional activity, or receive or retain and direct or indirect financial interest which places them in a position of conflict between their private interests and the public interests of the United States related to the duties or responsibilities of their official position.

Navy personnel who are members or officers of nongovernmental associations or organizations must avoid activities on behalf of the association or organization that are incompatible with their government positions.

Navy employees are prohibited from engaging in outside employment or other outside activity, with or without compensations, is such employment interferes with, or is not compatible with, the performance of their government duties; may reasonably expect to bring discredit on the government agency concerned; or is inconsistent with the ethical standards of conduct, including such inconsistent acts such as the acceptance of a fee, compensation, gift, payment of expense or any other thing of monetary value under circumstances in which such acceptance may result in, or create the appearance of, a conflict of interests.

Using Civilian or Military Titles

All civilian personnel and military personnel on active duty, are prohibited from using their titles or positions in connection with any commercial enterprises or in endorsing any commercial product. This does not preclude the authoring of books or articles which identifying them as Navy personnel by their military or civilian title or position, provided that publication of such material has been cleared under existing procedures.

Gambling and Soliciting

Naval personnel are prohibited from participating in any gambling activity while on government owned, leased or controlled property or while on duty for the government. This prohibition includes lotteries, pools, other games of chance for money or property, or the sale of a numbers slip or ticket. The only exceptions are for activities which have specifically been approved by the Secretary of the Navy.

Navy personnel are prohibited from soliciting, making collections or canvassing for the sale of any article to DOD personnel who are junior in rank or grade at any time, on or off duty. This prohibition does not apply to the one-time sale of personal property or off-duty employment in retail stores.

Financial Obligations

Navy personnel must pay their just financial obligations in a timely manner, especially those imposed by law, such as federal, state and local taxes.

Gifts To Superiors

Navy personnel may not solicit funds from other officers or employees for a gift to an official superior, make a donation or a gift to a superior; or accept a gift from someone subordinate. However, this does not prohibit a voluntary gift or contribution of nominal value on a special occasion such as marriage, illness, a transfer or retirement.

Reporting Suspected Violations

Personnel who have information which causes them to believe that other DOD personnel have violated a statute or standard of conduct should bring the matter to the attention of the Vice Commander through the appropriate chain of command.

The matter thereafter should be brought to the attention of the person concerned, for possible resolution without further Command Action, unless the Command determines that such communication is not likely to remedy the problem or will adversely affect a proper investigation of the matter.

STANDARDS OF CONDUCT STATEMENT

I attest that I have been given information pertaining to the Standards of Conduct while federally employed and that I have read this information and understand the requirements imposed thereby (briefly summarized on reverse).

If I have any questions concerning this information I may contact the Labor Relations and Employee Relations Department at the nearest Human Resources Office. A complete copy of SECNAVINST 5370.2H may be obtained from that office for review.

SIGNATURE _____

DATE _____

This statement must be signed, indicating you have read and understand the requirements of this instruction. You will be required to submit this completed statement when you report for duty.
